



GUIDE FOR DOD COMPONENTS

DEPARTMENT OF THE NAVY UNIQUE REQUIREMENTS FOR MODERN DCPDS

- **BUILDING POSITIONS**
- **PROCESSING APPOINTMENTS**
- **PROCESSING APPRAISALS**
- **Pay500 Unique NOAs**
- **900 Series NOAs**

30 August 2000 (DRAFT)

This guide provides specific information on the Department of the Navy requirements regarding position and employee processing in the modern DCPDS for Department of Defense (DoD) components. These Department of the Navy unique requirements include building Department of the Navy positions, processing appointments, entering appraisal information in the Department of the Navy records, Pay500 Unique NOAs and 900 series NOAs.

This guide describes only those data elements in DDFs required for the Department of the Navy specific use. The Users Guide and other instructional material provided by the Civilian Personnel Management Service (CPMS) details entry requirements for other data elements.

This guide should cover all aspects of entries required for Department of the Navy unique situations and the Department of the Navy major claimants should provide all required information; however, if there are situations that cannot be resolved, contact Human Resource Operations Center, San Antonio Detachment at (210) 652-4615 or DSN 487-4615.

BUILDING DEPARTMENT OF THE NAVY POSITIONS

The Department of the Navy has some specific requirements for building positions. The following shows examples of what those requirements are and where they should be entered.

POSITION MAIN SCREEN

Follow the general CPMS instructions on position build.

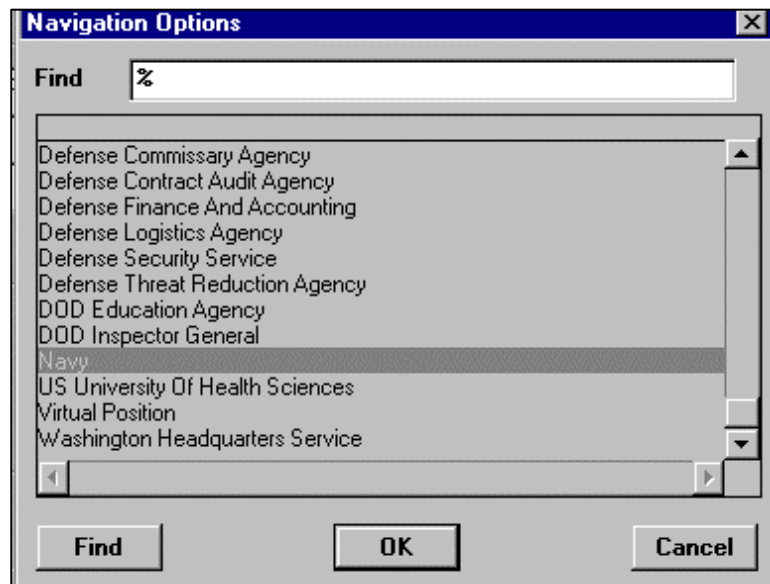
FLEXFIELD: *ADDITIONAL POSITION DETAILS*

The Department of the Navy does not use data element **PAS Code**; instead, data element **UIC** must be entered. This is one of the data elements that will be provided by the owning major claimant of the position.

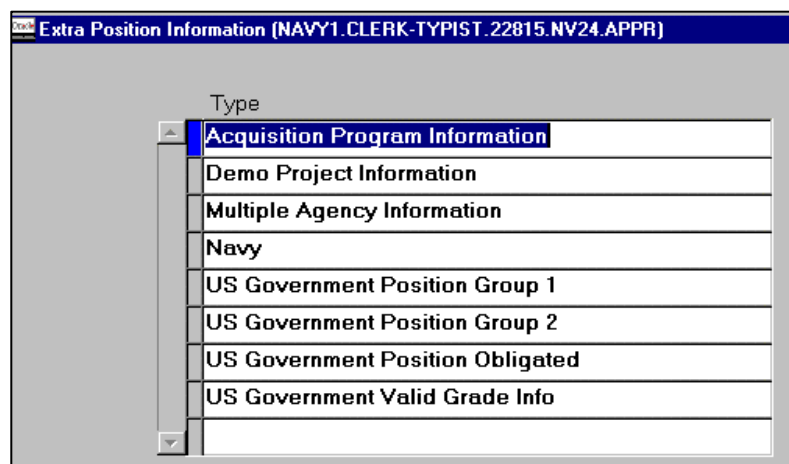
Enter "A" for data element **Mobilization Indicator**. This is the Department of the Navy default for this data element

FLEXFIELD: *NAVIGATIONAL OPTIONS*

Under “**Other**”, select “**Navy**”



FLEXFIELD: *EXTRA POSITION INFORMATION*



Only 8 DDFs are used by The Department of the Navy to build positions

DDF Multiple Agency Information

The screenshot shows a Windows-style dialog box titled "Extra Position Information". It contains several input fields and labels:

- Position Mgt Review Status: Position Certified at Optimum
- Status: Confirmed Position
- Payroll Cost Code:
- Payroll Org Code:
- Funct Acct and Shred:
- Program Element:
- Mobility Reason: Not Applicable
- Responsibility Level: Non-Supervisory
- Gun-Ammo Access ID: POSITION DOES NOT REQUIRE
- Position Nationality:

At the bottom are three buttons: "Clear", "Cancel", and "OK".

Enter "W" for data element **Position Management Review Status**. This is the Department of the Navy default for this data element.

Data element **Payroll Org Code** is used by Department of the Navy. This value prints in NPA Block 43 for Department of the Navy employees.

Data elements **Funct Acct and Shred** and **Program Element** are not used by the Department of the Navy.

DDF Navy

The screenshot shows a Windows-style dialog box titled "Extra Position Information". It contains several input fields and labels:

- Demo OGC:
- Demo SAC:
- DOT Code:
- Sensitivity Criterion: Nonsensitive Position

At the bottom are three buttons: "Clear", "Cancel", and "OK".

Data elements **Demo OGC** and **Demo SAC** are used only when data element **Demo Location Code** (from DDF **Demo Project Info**) equals "1" (China Lake Demo).

Enter "V" for data element **Sensitivity Criterion**. This data element is tied to data element **Position Sensitivity** (from DDF **US Gov Position Group 1**). That data element system-generates to "1" and if it changes, then this data element must also be changed accordingly.

DDF US Government Position Group 1

Personnel Office ID	2416	HRSC-Northwest, Silverdale, WA [2416]
Office Symbol		
Organization Structure ID	090	
Occupation Category Code	C	Clerical
FLSA Category	N	Nonexempt
Bargaining Unit Status	NV1360	AFGE 48 NPPS Puget Sound Bremerton Wash
Competitive Level	A101	
Competitive Area		
Work Schedule	F	Full-Time
Part-Time Hours Biweekly		
Functional Class	00	Not Applicable
Position/Working Title		
Position Sensitivity	1	Nonsensitive (NS) National Security Risk
Security Access	0	No Access Required; ENTNAC/NAC/NACI Required
PP/PSI		
Supervisory Status	8	Non-Supervisory
Type Employee Supervised	99	NOT APPLICABLE
Supervisory Dtl Eligibility		
Payroll Office ID	CY	DOD Payroll Office, Charleston, SC [Shipyards]
Timekeeper		
Position's Organization	0000251090	

The Department of the Navy does not use data element **Competitive Area**.

Data element **Position Sensitivity** system-generates to a value of "1". If this value is changed, then the value for data element **Sensitivity Criterion** (from DDF Navy) must also be changed accordingly.

Data Element **Position's Organization** is comprised of CCPO ID, UIC and Organization Structure ID Codes.

DDF US GOVERNMENT POSITION GROUP 2

Position Type	APPR	Appropriated Fund Position
Position Occupied	1	Competitive Service
Organization Function Code	YYY	Not Applicable
Date Position Classified	25-MAY-2000	
Date Last Position Audit		
Classification Official	G	Servicing Classification Office (General)
Language Required		
Drug Test	1	Posn Not Req Drug Test
Financial Statement	0	N/A
Training Program ID	YY	Not Applicable
Key Emergency Essential	N	Position Not Designated Emergency-Ess
Appropriation Code 1	NAVY	
Appropriation Code 2		
Intelligence Position Ind	1	Non-Civilian Intelligence Personnel Man
LEO Position Indicator	0	No Applicable Program

The only required date field is data element **Date Position Classified**.

Data element **Appropriation Code 1** is automatically generated with a value of "NAVY" upon validation of the position.

A value for data element **Classification Official** must be input for The Department of the Navy.

PROCESSING APPOINTMENTS

REQUEST FOR PERSONNEL ACTION - *EXTRA INFORMATION*

Type	Type	Type
Demo Project Information	Military Affiliation Appointment Info	CAO Losing Info2
US Gov Agency Data	Navy Unique Appointment Inf	CAO Losing Info3
US Gov Payroll Type	National Guard Technician Info	CAO Losing Info4
US Gov Performance Appraisal	Optional Appointment Information	CAO Legal Authority Codes
US Gov PD Employee Information	Overseas Area Appointment Info	CAO/Transfer SF50 From Side
Army Unique Appointment Info	Pay Appointment Information	US Gov Appointment Information
Benefits Appointment Information	Security Appointment Info	Acquisition Information
Global Appointment Info	Welfare To Work	Education Information for 1/5/7/9 NOAs
Local National Appointment Info	CAO Losing Info1	Obligated Information

DDF *US Gov Agency Data*

Extra FA request information	
Agency Use Block 25	
Agency Data Block 40	
Agency Data Block 41	UIC: 00251
Agency Data Block 42	ORG: 090
Agency Data Block 43	CC: BC45R
Agency Data Block 44	PAY OFF: CY/LOC ID: B4513

For the Department of the Navy, blocks 41, 42, 43 and 44 are automatically generated and contain the following information:

BLOCK DATA ELEMENT

41 - UIC:	- Unit ID Code
42 - ORG:	- Organization Structure ID
43 - CC:	- Payroll Org Code
44 - PAY OFF: /LOC ID:	- Payroll Office ID Employee ID Nbr

The value for LOC ID will not be sys-generated until data element **Employee ID Nbr** is completed in DDF Navy Unique Appointment Inf and the DDF is saved

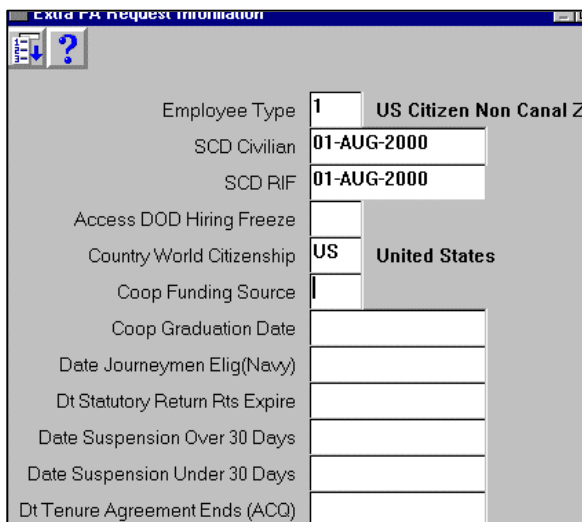
DDF *US Gov Performance Appraisal*

Extra FA request information	
Rating of Record	<input checked="" type="checkbox"/> Not Rated
Rating of Record Pattern	A Summary levels 1 and 3. U
Rating of Record Level	X Not Rated. Not yet rcvd rati
Date Appraisal Period Ends	
Appraisal Type	P Presumptive (New Employee)
Date Initial Appraisal Due	
Date Effective	01-AUG-2000
Unit	00251
Organization Structure ID	090
Office Symbol	
Pay Plan	GS General Schedule.
Grade	04 04

Enter information into the following data elements:

Rating of Record	- X or Z
Rating of Record Pattern	- A or H
Rating of Record Level	- X or Z
Appraisal Type	- P or Z
Date Effective	- Date of Appointment
Unit	- UIC Code
Organization Structure ID	- Org Code
Pay Plan	- Pay Plan
Grade	- Grade

DDF Global Appointment Info



Extra PA Request Information

Employee Type 1 US Citizen Non Canal Z

SCD Civilian 01-AUG-2000

SCD RIF 01-AUG-2000

Access DOD Hiring Freeze

Country/World Citizenship US United States

Coop Funding Source

Coop Graduation Date

Date Journeymen Elig(Navy)

Dt Statutory Return Rts Expire

Date Suspension Over 30 Days

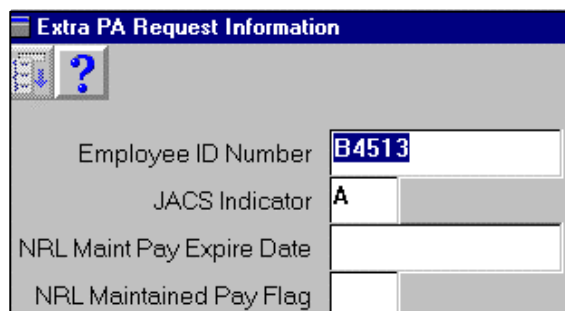
Date Suspension Under 30 Days

Dt Tenure Agreement Ends (ACQ)

For The Department of the Navy, the following data elements may be filled in, if applicable to the type of appointment or position:

Data Elements	When
Coop Funding Source	If employee is hired under COOP appointment
Coop Graduation Date	If employee is hired under COOP appointment
Date Journeymen Elig	If position is pay plan WT (Apprentice)

DDF Navy Unique Appointment Inf



Extra PA Request Information

Employee ID Number B4513

JACS Indicator A

NRL Maint Pay Expire Date

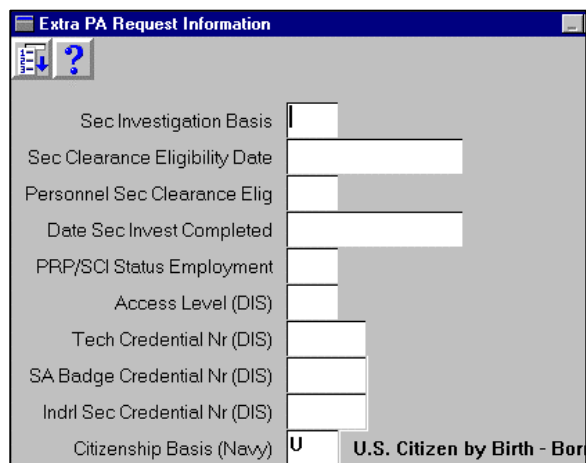
NRL Maintained Pay Flag

The Department of the Navy unique data elements – complete data elements, if applicable.

Data Element **Employee ID Number** will print in NPA Block 44, if completed

Data element **JACS Indicator** will automatically generate a value of “A” for appointments; “D” for separations.

DDF Security Appointment Info



Extra PA Request Information

Sec Investigation Basis

Sec Clearance Eligibility Date

Personnel Sec Clearance Elig

Date Sec Invest Completed

PRP/SCI Status Employment

Access Level (DIS)

Tech Credential Nr (DIS)

SA Badge Credential Nr (DIS)

Indrl Sec Credential Nr (DIS)

Citizenship Basis (Navy) U U.S. Citizen by Birth - Bor

A value for data element **Citizenship Basis** must be input.

PROCESSING APPRAISALS

To input a Department of the Navy employee's appraisal, begin at the **People/Enter and Maintain/Special Information** screen. Select **US Gov Perf Appraisal**.

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Start Date	End Date	Detail
24-AUG-2000		A.3.15-AUG-2000.A.3.15-AUG-2000

Information about the employee's appraisals will be displayed. To add a new appraisal, double click on a blank line in the "Detail" area and a new screen will appear.

Appraisal Type	A	Annual Appraisal
Rating of Record	3	Acceptable, Fully Successful
Date Effective	15-AUG-2000	
Rating of Record Pattern	A	Summary levels 1 and 3. Use
Rating of Record Level	3	Level 3-Fully Succ or equiv.
Date Appraisal Period Ends	15-AUG-2000	
Unit	00251	
Organization Structure ID	090	
Office Symbol		
Pay Plan	GS	General Schedule.
Grade	04	04
Date Due		
Appraisal System Identifier		

Data element **Appraisal Type** is mandatory.

Date for data elements **Date Effective** and **Date Appraisal Period Ends** is the activity's end of rating cycle.

The Department of the Navy uses a Pass/Fail (ratings 1 and 3) for the majority of employees (data elements **Rating of Record** and **Rating of Record Level**).

The Department of the Navy uses pattern "A" for the majority of employees (data element **Rating of Record Pattern**).

Data elements **Unit**, **Org Structure ID**, **Pay Plan** and **Grade** are mandatory.

Data Element **Office Symbol** is optional.

PAY500 UNIQUE NOAS

When changes are made to certain position data elements, Pay500 transaction generates and flows to payroll. The effective date of the Pay500 is dependent on the effective date when the position data element is updated. For example, once you query a position, the effective date is the system date and if you update Payroll Org Code, the effective date of the Pay500 will be the system date. If you use date-track to change the date, then the Pay500 effective date will be the date used in the date-track.

The screenshot shows a window titled "Position: 01-AUG-2000". It contains several input fields and buttons. The "Dates" section has "From" set to "01-JUN-2000" and an empty "To" field. The "Name" field contains "NAVY1.CLERK-TYPIST.22815.NV24.APPR". The "Organization" field contains "Puget Sound Naval Shipyard NV2400". The "Job" field contains "0322.Clerk-Typist (0322)". The "Location" field contains "530180035". The "Status" field contains "Valid" and a small "[QC]" button. Below these is a "Standard Conditions" dropdown menu. The "Working Hours" section has "Working Hours" and "Frequency" fields. The "Normal Time" section has "Start" and "End" fields. At the bottom, there are buttons for "Reporting To", "Validate", "Occupancy", "Event History", "Quick Copy", and "Others...".

NOA JAR – Change in Payroll Org Code

DDF MULTIPLE AGENCY INFO

The screenshot shows a window titled "Extra Position Information". It contains several fields and buttons. The "Position Mgt Review Status" field contains "W" and a "Position Certified at Optimum" button. The "Status" field contains "1" and a "Confirmed Position" button. The "Payroll Cost Code" field is empty. The "Payroll Org Code" field contains "BC45R". The "Funct Acct and Shred" field is empty. The "Program Element" field is empty. The "Mobility Reason" field contains "9" and a "Not Applicable" button. The "Responsibility Level" field contains "8" and a "Non-Supervisory" button. There are also some small icons at the top left of the window.

Change data element **Payroll Org Code**, save the DDF and then validate the position. This creates a Pay500 with NOA JAR with an effective date of either the system or the date-track date.

If data element **Payroll Org Code** is changed to the same value, no Pay500 will be generated.

NOA PON – Change in Payroll Office

DDF US GOVERNMENT POSITION GROUP 1

Extra Position Information		
Work Schedule	F	Full-Time
Part-Time Hours Biweekly		
Functional Class	00	Not Applicable
Position Working Title		
Position Sensitivity	1	Nonsensitive (NS) National Security Ris
Security Access	0	No Access Required; ENTNAC/NAC/NAC
PRP/SCI		
Supervisory Status	8	Non-Supervisory
Type Employee Supervised	99	NOT APPLICABLE
Supervisory Diff Eligibility		
Payroll Office ID	PE	DOD Payroll Office, Pensacola, FL
Timekeeper		
Position's Organization	Q000251090	

Change data element **Payroll Office ID Code**, save the DDF and then validate the position. This creates a Pay500 with NOA PON with an effective date of either the system or the date-track date.

Two Pay500 transactions will be created

- one with a Loss (L) flag and flows to the losing payroll office; and
- one with a Gain (G) flag and flows to the gaining payroll office.

- the effective date for the Loss action will be one day prior to the Gain action effective date

900 SERIES NOAS

To process the following 3 actions, begin at **Request for Personnel Action/Changes Actions/???**

NOA 900 – Change in Position Title

The NOA is used for a change in position title only to an encumbered position; no authority code is required.

NOA 901 – Change in Position Sensitivity

The NOA is used for any change to the position sensitivity to an encumbered position; no authority code is required. (Note: Department of the Navy unique data element **Sensitivity Criterion** will also have to be changed)

NOA 912 – Change in Position Number

The NOA is used for change in position number only to encumbered positions when there are no other changes.

NOA 920 – Reprimands

To input a Reprimand, begin at the **People/Enter and Maintain/Special Information** screen. Select **DDF US Gov Conduct Performance**.

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Start Date	End Date	Detail
28-AUG-2000		

Double click in the “Detail” area and a new screen will appear.

Adverse Action NOAC: 0920 Reprimand - (0920)

Cause of Disciplinary Action: A7 Failure To Properly Rep

Date of Adverse Action: []

Days Suspended: []

Date Suspension Over 30 Days: []

Date Suspension Under 30 Days: []

PIP Action Taken: []

PIP Beginning Date: []

PIP Ending Date: []

PIP Extensions: []

PIP Length: []

Clear Cancel OK

Only two data elements are input with the appropriate codes:

- **Adverse Action NOAC** will always be “0920”
- **Cause of Disciplinary Action** will have to be determined from the List of Values

Once these fields are completed, click OK and it will take you back to the first screen you encountered.

Ensure you type in the correct **Start Date** of the Reprimand. When you click on SAVE, the **End Date** will autopopulate three years from the **Start Date**, unless you input the **End Date** prior to clicking on SAVE.

Special Information (Cadiente, Modesto S)

Name	Information Exists
US Gov Cndtn of Emplmt	<input type="checkbox"/>
US Gov Conduct Perf	<input type="checkbox"/>
US Gov Language	<input type="checkbox"/>
US Gov Perf Appraisal	<input checked="" type="checkbox"/>

Details

Start Date	End Date	Detail
01-JUL-2000	30-JUN-2003	0920.A7.....
01-AUG-2000	31-JUL-2002	0920.59.....

PROCESSING DETAILS OF DEPARTMENT OF THE NAVY EMPLOYEES

The Department of the Navy requires that a Notification of Personnel Action, SF-50, be created to document detail actions where changes in FLSA, premium pay, payroll org code or UIC are involved; otherwise, it is left up to the activity's policy.

To input a Department of the Navy employee's detail, start at **People/Enter and Maintain/Special Information** screen. Select **Detail Information**.

Name	Information Exists
Demo Project - NV Warfare Labs	<input type="checkbox"/>
Demo Project - Navy	<input type="checkbox"/>
Demo Project - Performance Pay	<input type="checkbox"/>
Detail Information	<input type="checkbox"/>

Start Date	End Date	Detail
15-AUG-2000		

The **Start Date** populates with the current date, but it can be overridden by clicking in the Start date field, highlighting the date and typing in the new date.

To initially input, change or view information about a detail, click in the **Detail** data field.

Nature of Action	930	Detail NTE
Type Detail	B	Detail Within the Same CCPO
Unclassified Duties	N	No
Position Number	NAVY2.22816	
Valid Grade	04	04
Pay Plan	GS	General Schedule.
Series	0322	Clerk-Typist (0322)
Appropriation Code		
FLSA Category	N	Nonexempt
Bargaining Unit Status	NV1360	AFGE 48 NPPS Puget Sound Bremerton V
Work Schedule	F	Full-Time
Position Title	CLERK-TYPIST	
Organization Structure ID	090	
Organization	0000251090	
Location	530180035	BREMERTON / KITSAP / WASHINGT
Total Days This Detail	120	
Demo Location Code		
Demo Broadband		

For the Department of the Navy, **Position Number** is a required entry. It must be a valid position number and sequence.

All data elements in this example must be input.

Input "**Demo**" data elements, if applicable.

Click **OK**. This returns you to the **Special Information** are with the **Detail** data field populated. Enter the **End Date**, then click on **SAVE**.

Name	Information Exists
Detail Information	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Start Date	End Date	Detail
15-AUG-2000	4-DEC-2000	930.B.N.NAVY2I22816.04.GS.0322.

Note: Data Elements **Premium Pay Indicator** and **Payroll Org Code** are being added to the **Detail Information** Window. In those instances where a detail involves a premium pay indicator, FLSA or payroll org code that is different from the employee's non-detail assignment will trigger the output of a payroll interface transaction. Until these data elements are added, you will need to regenerate a payroll transaction to include those detail changes.